



Overview

In 2009, the Indiana Commission on Public Records (ICPR), under the direction of the Governor's Office and in cooperation with the Indiana Office of Technology (IOT), began working on a new State Forms Catalog for the State of Indiana. After many months of development and testing, ICPR launched the new State Forms Catalog at www.Forms.IN.gov in August, 2009. This launch concluded the first phase of the new Catalog project.

The second phase of the new Catalog project is the clean-up and standardization of the information contained in the new State Forms Catalog. Due to the different levels of available security and the broader search options, it is imperative that the information in the new Catalog be accurate. ICPR has requested that all State agencies provide necessary information about each of their forms as we work to establish and maintain the integrity of the information in the new Catalog.

This packet will provide basic guidelines on the use of the new State Forms Catalog and explain how each agency can help ICPR complete the second phase of the new Catalog project.

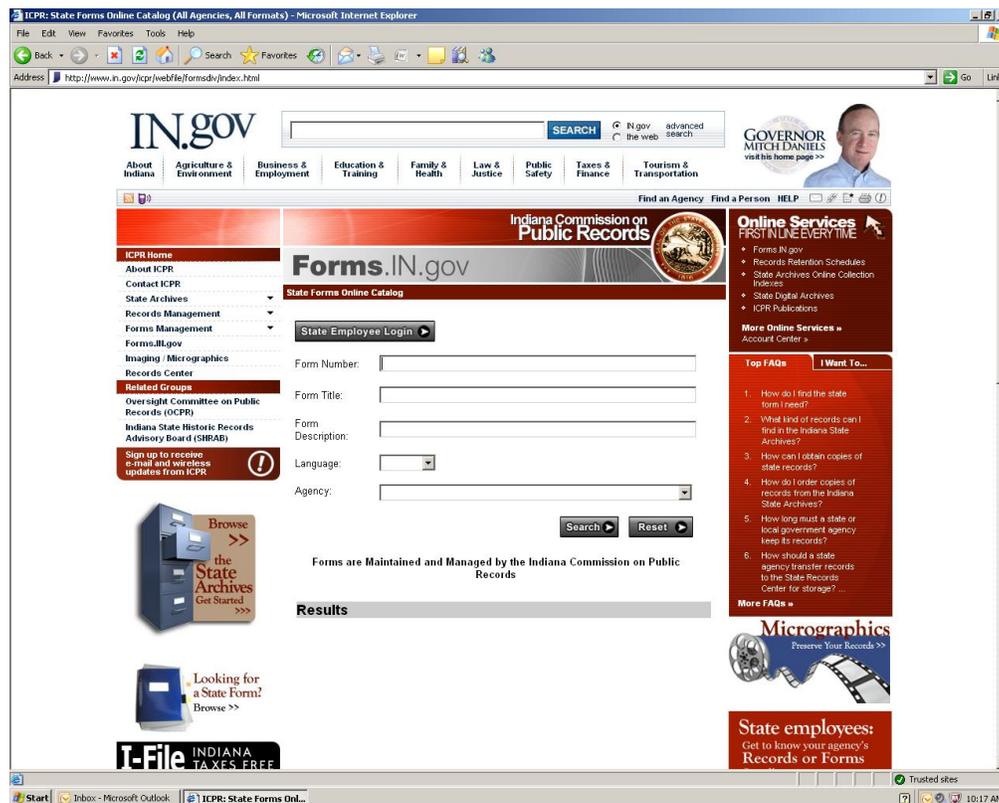
Using the New State Forms Catalog

The new State Forms Catalog has a much different look and feel from the old Catalog. When users go to www.Forms.IN.gov, they will see this screen:



Users may select either "Browse All-Agency Catalog" or "Browse Forms for Individual Agencies" to access the new State Forms Catalog.

Selecting "Browse All-Agency Catalog" will bring users to this screen:



Here, users may search by form number, form title, form description, agency, or any combination of the four.

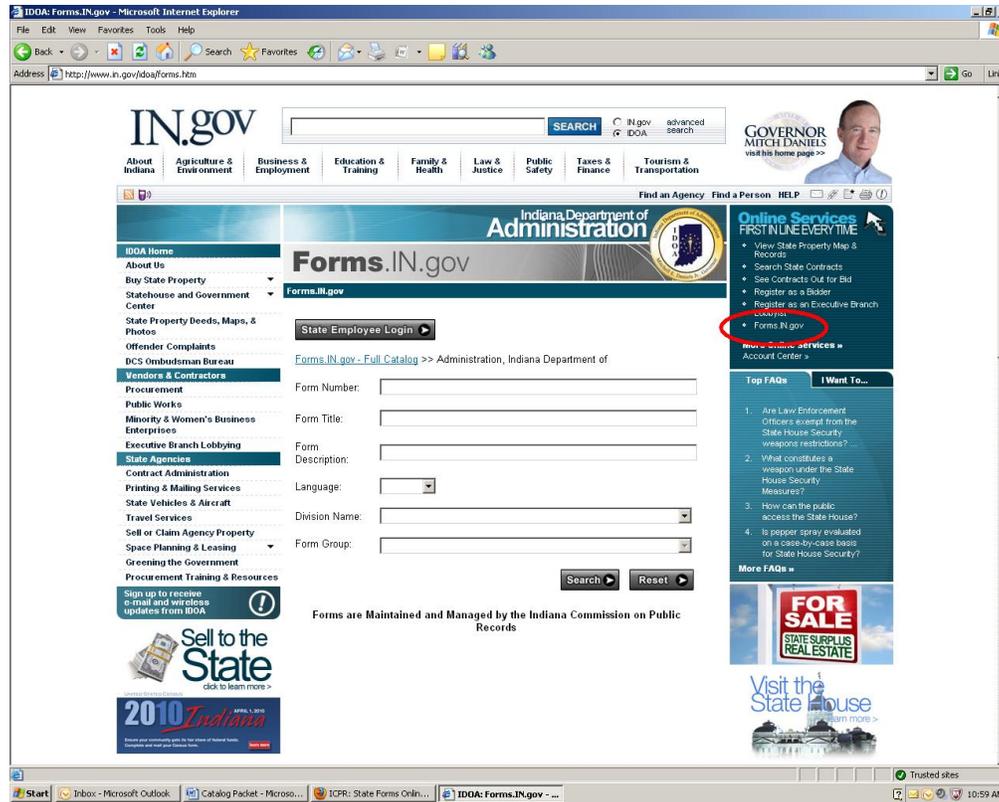
Selecting "Browse Forms for Individual Agencies" will bring users to this screen, which lists all available State agencies:



Once users select an agency from the list, they will be taken to this screen, which will be customized for each agency:



Agency users should also note the availability of the [Forms.IN.gov](http://www.in.gov/forms) link in the *Online Services* toolbar located in the right navigation of their site. This link directs the user to the agency-specific forms site as seen below.



On either of the abovementioned pages, users may enter the form number, form title, form description, division name, form group, or any combination of the four to search for forms within the selected agency. Please note that form group is not available for all agencies.

Searches using either "Browse All-Agency Catalog" or "Browse Forms for Individual Agencies" will return all results that both fit the search parameters *and* are available to the general public.

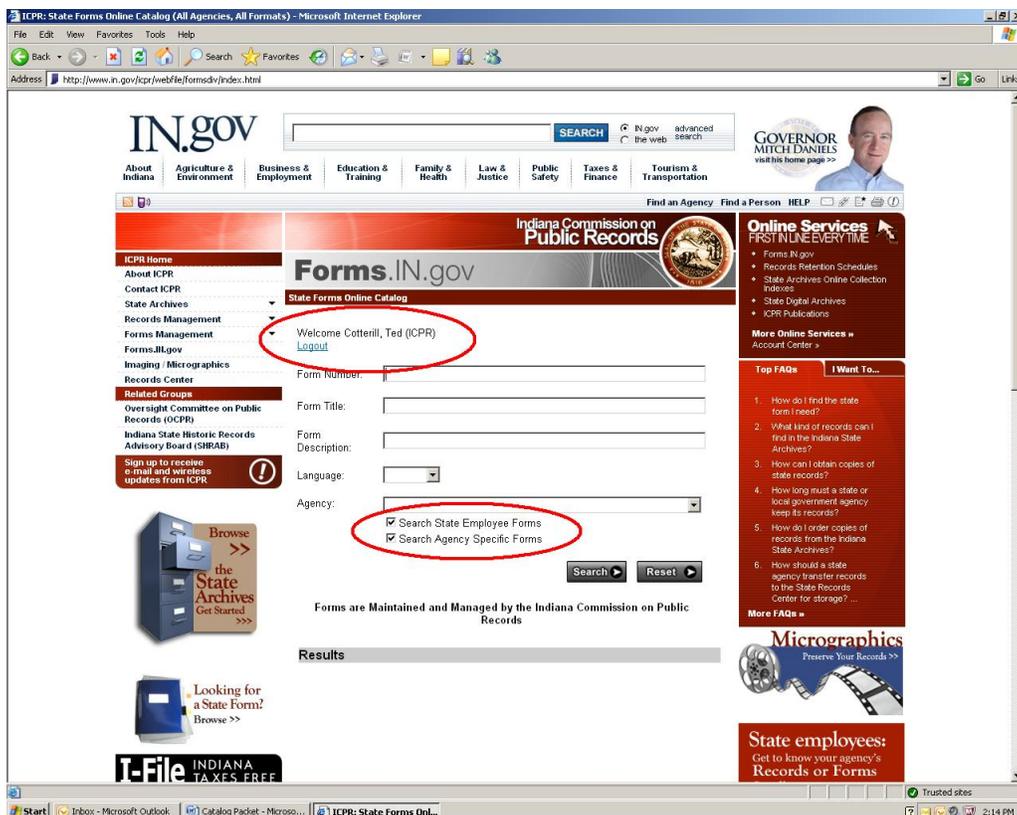
One of the features of the new State Forms Catalog is increased security. The new State Forms Catalog has three levels of access, which will be specified by the agency: Public Search, State Employee Only, and Agency Employee Only.

If users want to access forms that are available to State employees or Agency employees only, they will select “State Employee Login” from either search screen, which will bring users to this screen:



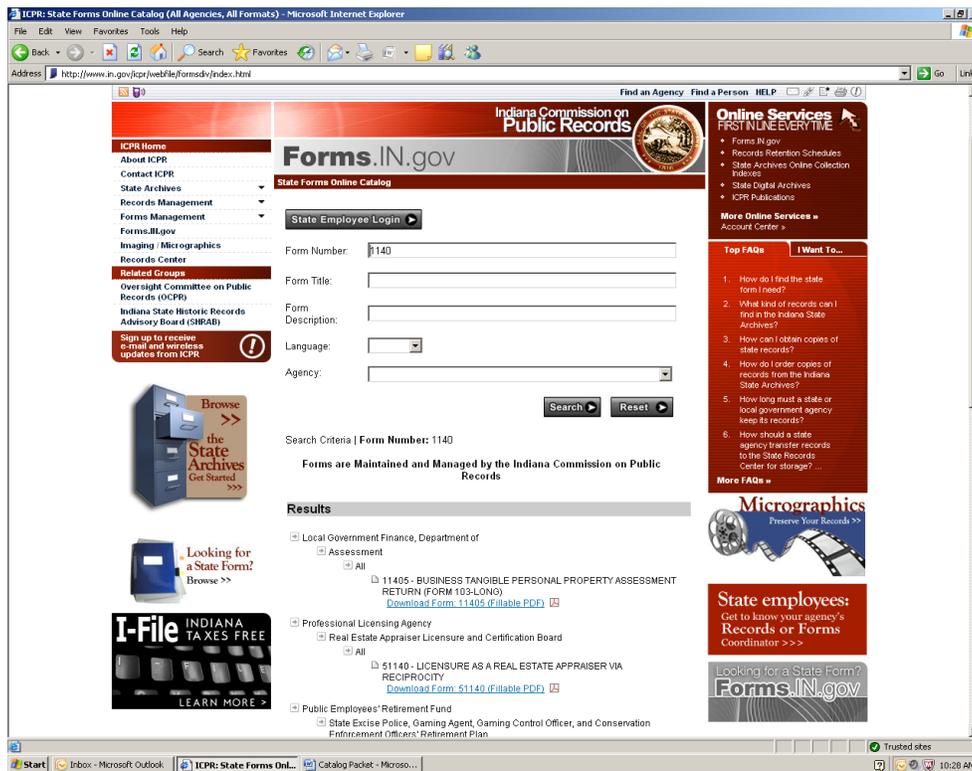
Here, users will enter the user name, password, and domain that they use to log into their State computers each day.

When users are successfully logged in, the following screen displays:



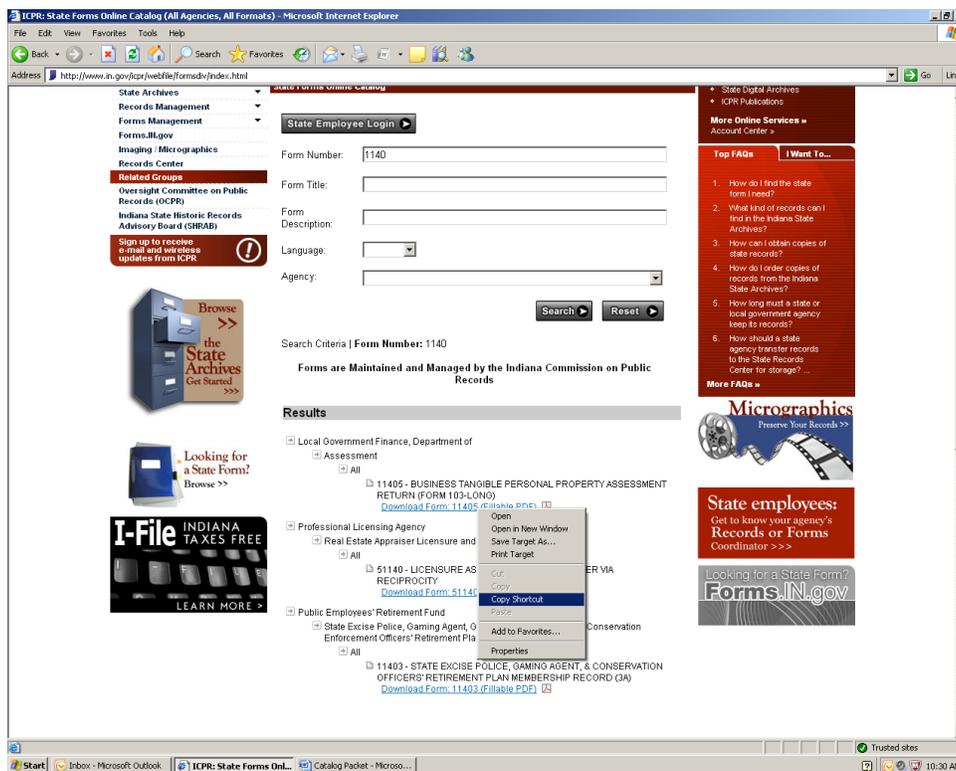
In addition to any combination of the search criteria, users will notice that two boxes are checked by default: "Search State Employee Forms", which displays only forms available to State employees, but not public forms; and "Search Agency Specific Forms", which displays forms available to the user's agency only, but not to other State employees or to the public.

Deselecting one of these boxes will give more specific search results, but only those categorized under the still-selected box. Deselecting both boxes allows for browsing of public forms. When any type of search is successful, the results will display as shown:



Users may download the desired form by clicking its link.

Agencies may also create links to their forms by right-clicking on the desired link and copying the shortcut:



The resulting link may be used by agencies on their websites, brochures, e-mails, etc.

Agencies must use direct links to the State Forms Catalog on their individual websites; agencies may not use separately posted copies of the forms. When copies of forms are posted on the internet independent of the State Forms Catalog, they are not connected to the central repository and will not update when the forms are revised. This results in outdated copies of forms – which may contain incorrect information such as instructions, addresses, and fees – remaining available to users.

ICPR encourages all agency heads, webmasters and forms coordinators to not post copies of State forms onto agency websites; webmasters should only post links to State Forms onto the agency websites.

If you have any questions about how to access the new State Forms Catalog, please contact the ICPR main desk at (317) 232-3380 or email Forms Management at fmd@icpr.in.gov.